



Integrated Tax Consultants, LLC

358 US Route 1 • Suite 101 • Falmouth, Maine 04105

## 2024 BUSINESS/ENTITY TAX RETURN ENGAGEMENT LETTER

Dear ITC Business Client:

Thank you for selecting Integrated Tax Consultants, LLC to assist you with your business tax returns. This letter serves to confirm the terms of our engagement with you and the nature and extent of services we will provide.

We will prepare your **2024 federal business income tax and any state business income tax returns** filed in the prior tax year, using information you provide to us. If you believe that you may have filing requirements in additional states, or if you believe your state filing requirements have changed in any way, it is your responsibility to advise us. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit.

**The scope of this engagement is preparation of your business tax returns.** Other services requested are outside of the scope of this engagement and **will be billed separately.** These items include, but are not limited to, **payroll, bookkeeping, budgeting, choice of entity, business setup, representation on tax return notices, audits, and year-end planning.**

**If the books of your business are not in a suitable state that a tax return can be filed, and you have not told us that you are working on them yourself, we may have to do additional bookkeeping clean-up work in order to file. This work will be billed separately to the typical tax return preparation work.**

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, canceled checks, and other data that support your reported income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority.

You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that your expenses for meals, entertainment, travel, business gifts, charitable contributions, dues and memberships, and vehicle use are supported by records as required by law. We will not verify the information you give us; however, we may ask you for clarification.

Tax return preparation services do not constitute accounting or auditing services. Our work will not include any procedures to discover defalcations or other irregularities. The only accounting or analysis work we will do is that which is necessary to prepare your income tax returns.

**Materials are due** for preparation of the **1120 S-Corporation** and **1065 Partnership** tax returns by **February 10, 2025.** If your **S-Corporation** or **Partnership** is put on extension, materials will then be due by **August 12, 2025.**

**Materials are due** for the preparation of **1120 C-Corporation** tax returns by **March 10, 2025.** If your **C-Corporation** is put on extension, the materials will then be due by **September 15, 2025.**

**Materials are due** for the preparation of **990** tax returns by **April 11, 2025.** If your **Exempt Organization** is put on extension, the materials will then be due **October 15, 2025.**

Businesses that we filed in previous years that do not submit tax materials by the initial due date will automatically be put on federal extension unless we receive a written request by the tax matters partner or shareholder that an extension should not be filed.

We will bill for these services based on our standard billing rates. Our expectation is that this work will be completed at an average hourly rate of **\$305.** This has been consistent with past invoicing but is only an approximation. Should we incur the need to involve additional expertise, which would bill at a higher rate, we will advise you before commencing such work. In

the instance where you fail to submit your tax materials by the materials deadline, but still need the business returns filed by the filing deadline, *and* we are able to accommodate this request, tax work will be completed at an hourly rate of **\$\$415**.

It is the policy of Integrated Tax Consultants, LLC that payment is due upon completion of any engagement. Invoices must be paid in full or other payment arrangements made prior to the release of e-filing authorization and the e-filing of any returns, or if your returns are to be paper filed, filing, or providing filing copies to you. If our records show that your account is not current, payment must be made to continue with any future work. If a balance is owed, please call our office (207-805-1040) immediately to resolve this matter.

Integrated Tax Consultants has always stood behind the advice we provide to our clients, whether verbally or in writing. However, practice requirements now regulate written communications from our firm, including email, about federal tax matters. As a result, we are required to inform you that unless we provide you with written tax advice or a tax opinion, you may not rely on our advice to avoid federal tax penalties. In the event you desire written tax advice on which you may rely for protection from the imposition of penalties, we encourage you to discuss the matter with us.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless you instruct us otherwise, we will apply the "substantial authority" standard to resolve such issues in your favor where possible. This standard requires us to make a determination about whether there is a greater than forty percent chance of successfully defending a tax position based upon statutory, judicial, and other precedential authority.

The law imposes penalties when taxpayers understate their tax liability. In certain circumstances, penalties may be reduced by disclosing uncertain tax positions on Form 8275. We will bring to your attention any position we feel does not meet the "substantial authority" standard and determine whether you wish to take that position in your return by filing Form 8275.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement and may require an additional engagement letter. Fees and expenses for defending the returns will be invoiced in accordance with terms we agree on for that engagement. If no additional engagement letter is signed, this work will be completed at an average hourly rate of **\$415**.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information only to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. Integrated Tax Consultants' failure to secure written client consent prior to transferring tax return information could result in the imposition on us of up to a \$1,000 fine and up to a year in prison for the responsible individual(s). As a result, we intend to adhere to this policy without exception. Please contact us with any questions regarding our privacy policy.

We appreciate your confidence in us. Please call if you have questions.

Sincerely,

Integrated Tax Consultants, LLC

PLEASE PRINT YOUR NAME AND BUSINESS NAME IN THE SPACES PROVIDED AND SIGN AND DATE THIS AGREEMENT

To indicate that this letter correctly summarizes your understanding of the arrangements for this work, please sign and fill in the spaces indicated below. No services will begin for the 2024 business tax filings until we receive the signed and dated engagement letter.

I \_\_\_\_\_, owner, or officer, of \_\_\_\_\_ would like to engage Integrated Tax Consultants as our business accountants for 2024. I have read the above engagement letter and agree to the terms of service listed.

Accepted by:

Officer/ Owner Signature \_\_\_\_\_ Date \_\_\_\_\_